

### Institutional Department Program Review Rubric

Categories	<b>Accomplished 4</b>	<b>Developed 3</b>	<b>Developing 2</b>	<b>Undeveloped 1</b>
<b>Significant Developments since Last PR</b>	<p>Very well organized with a flowing narrative that identifies all of the following components:</p> <ul style="list-style-type: none"> <li>• Summary of significant developments since the last program review, with particular emphasis on challenges identified during the previous review.</li> <li>• Accomplishments relating to the action plans, any work yet to be done.</li> </ul>	<p>Organized well using a narrative that mentions all of the following components:</p> <ul style="list-style-type: none"> <li>• Summary of significant developments since the last program review, with particular emphasis on challenges identified during the previous review.</li> <li>• Accomplishments relating to the action plans, any work yet to be done.</li> </ul>	<p>Uses a narrative that mentions 1 of the following components:</p> <ul style="list-style-type: none"> <li>• Summary of significant developments since the last program review, with particular emphasis on challenges identified during the previous review.</li> <li>• Accomplishments relating to the action plans, any work yet to be done.</li> </ul>	<p>Not well organized, does not mention any of the following components:</p> <ul style="list-style-type: none"> <li>• Summary of significant developments since the last program review, with particular emphasis on challenges identified during the previous review.</li> <li>• Accomplishments relating to the action plans, any work yet to be done.</li> </ul>
<b>Mission</b>	<p>Mission Statement is provided and identifies the relationship of the department purpose to overall:</p> <ul style="list-style-type: none"> <li>• College mission,</li> <li>• Goals,</li> <li>• Strategic planning.</li> </ul>	<p>Mission Statement is provided and identifies the relationship of the department purpose to two of the following:</p> <ul style="list-style-type: none"> <li>• College mission,</li> <li>• Goals,</li> <li>• Strategic planning.</li> </ul>	<p>Mission Statement is provided and identifies the relationship of the department purpose to one of the following:</p> <ul style="list-style-type: none"> <li>• College mission,</li> <li>• Goals,</li> <li>• Strategic planning.</li> </ul>	<p>No mission statement included and or no relationship of the department purpose to any of the following:</p> <ul style="list-style-type: none"> <li>• College mission,</li> <li>• Goals,</li> <li>• Strategic planning.</li> </ul>
<b>Program and Services</b>	<p>Very well organized with a flowing narrative that identifies all of the following components:</p> <ul style="list-style-type: none"> <li>• Program structure</li> <li>• Services</li> <li>• Goals</li> </ul>	<p>Organized well using a narrative that mentions 2 of the following components:</p> <ul style="list-style-type: none"> <li>• Program structure</li> <li>• Services</li> <li>• Goals</li> </ul>	<p>Uses a narrative that mentions 1 of the following components:</p> <ul style="list-style-type: none"> <li>• Program structure</li> <li>• Services</li> <li>• Goals</li> </ul>	<p>Not well organized, does not mention any of the following components:</p> <ul style="list-style-type: none"> <li>• Program structure</li> <li>• Services</li> <li>• Goals</li> </ul>

<p><b>Student Learning</b></p>	<p>Very well organized with a flowing narrative that identifies all of the following components:</p> <ul style="list-style-type: none"> <li>• Program’s contribution to student learning.</li> <li>• Program’s contribution to student development</li> <li>• Program’s contribution to student success</li> <li>• Describe how the department assesses student learning and development.</li> </ul>	<p>Organized well using a narrative that mentions 3 of the following components:</p> <ul style="list-style-type: none"> <li>• Program’s contribution to student learning.</li> <li>• Program’s contribution to student development</li> <li>• Program’s contribution to student success</li> <li>• Describe how the department assesses student learning and development.</li> </ul>	<p>Uses a narrative that mentions 2 of the following components:</p> <ul style="list-style-type: none"> <li>• Program’s contribution to student learning.</li> <li>• Program’s contribution to student development</li> <li>• Program’s contribution to student success</li> <li>• Describe how the department assesses student learning and development.</li> </ul>	<p>Not well organized, mentions 0-1 of the following components:</p> <ul style="list-style-type: none"> <li>• Program’s contribution to student learning.</li> <li>• Program’s contribution to student development</li> <li>• Program’s contribution to student success</li> <li>• Describe how the department assesses student learning and development.</li> </ul>
<p><b>Assessment</b></p>	<p>Very well organized with a flowing narrative that identifies all of the following components:</p> <ul style="list-style-type: none"> <li>• How the program goals, outcomes, and or objectives are assessed.</li> <li>• How the dept gathers evidence for assessment and the process for developing an assessment plan.</li> <li>• How the dept reviews and interprets findings.</li> <li>• How the dept reports and uses assessment results for improvement.</li> </ul>	<p>Organized well using a narrative that mentions 3 of the following components:</p> <ul style="list-style-type: none"> <li>• How the program goals, outcomes, and or objectives are assessed.</li> <li>• How the dept gathers evidence for assessment and the process for developing an assessment plan.</li> <li>• How the dept reviews and interprets findings.</li> </ul> <p>How the dept reports and uses assessment results for improvement.</p>	<p>Uses a narrative that mentions 2 of the following components:</p> <ul style="list-style-type: none"> <li>• How the program goals, outcomes, and or objectives are assessed.</li> <li>• How the dept gathers evidence for assessment and the process for developing an assessment plan.</li> <li>• How the dept reviews and interprets findings.</li> </ul> <p>How the dept reports and uses assessment results for improvement.</p>	<p>Not well organized, mentions 0-1 of the following components:</p> <ul style="list-style-type: none"> <li>• How the program goals, outcomes, and or objectives are assessed.</li> <li>• How the dept gathers evidence for assessment and the process for developing an assessment plan.</li> <li>• How the dept reviews and interprets findings.</li> </ul> <p>How the dept reports and uses assessment results for improvement.</p>

<b>Access, Equity, Diversity and Inclusion</b>	Very well organized with a flowing narrative that identifies how the dept maintains and advocates for access to: <ul style="list-style-type: none"> <li>• Equitable work environments,</li> <li>• Inclusive work environments,</li> <li>• Diverse work environments.</li> </ul>	Organized well using a narrative that identifies how the dept maintains and advocates for access to 2 of the following: <ul style="list-style-type: none"> <li>• Equitable work environments,</li> <li>• Inclusive work environments,</li> <li>• Diverse work environments.</li> </ul>	Organized well using a narrative that identifies how the dept maintains and advocates for access to 1 of the following: <ul style="list-style-type: none"> <li>• Equitable work environments,</li> <li>• Inclusive work environments,</li> <li>• Diverse work environments.</li> </ul>	Not well organized, does not identify how the dept maintains and advocates for access to: <ul style="list-style-type: none"> <li>• Equitable work environments,</li> <li>• Inclusive work environments,</li> <li>• Diverse work environments.</li> </ul>
<b>Leadership</b>	Very well organized with a flowing narrative that identifies: <ul style="list-style-type: none"> <li>• The responsibilities of departmental leaders.</li> <li>• How the leaders advance the work of the department.</li> <li>• How the leaders link dept initiatives to strategic planning.</li> </ul>	Organized well using a narrative that mentions 2 of the following components: <ul style="list-style-type: none"> <li>• The responsibilities of departmental leaders.</li> <li>• How the leaders advance the work of the department.</li> <li>• How the leaders link dept initiatives to strategic planning.</li> </ul>	Uses a narrative that mentions 1 of the following components: <ul style="list-style-type: none"> <li>• The responsibilities of departmental leaders.</li> <li>• How the leaders advance the work of the department.</li> <li>• How the leaders link dept initiatives to strategic planning.</li> </ul>	Not well organized, does not mention the following components: <ul style="list-style-type: none"> <li>• The responsibilities of departmental leaders.</li> <li>• How the leaders advance the work of the department.</li> <li>• How the leaders link dept initiatives to strategic planning.</li> </ul>
<b>Personnel and Employment Practices</b>	Very well organized with a flowing narrative that identifies: <ul style="list-style-type: none"> <li>• A list of all employees, volunteers, and or student workers in the department.</li> <li>• Discuss employee qualifications or credentials.</li> <li>• Discuss personnel functions in dept.</li> <li>• Discuss any professional training or development personnel have attended or need.</li> </ul>	Organized well using a narrative that mentions 3 of the following components: <ul style="list-style-type: none"> <li>• A list of all employees, volunteers, and or student workers in the department.</li> <li>• Discuss employee qualifications or credentials.</li> <li>• Discuss personnel functions in dept.</li> <li>• Discuss any professional training or development personnel have attended or need.</li> </ul>	Uses a narrative that mentions 2 of the following components: <ul style="list-style-type: none"> <li>• A list of all employees, volunteers, and or student workers in the department.</li> <li>• Discuss employee qualifications or credentials.</li> <li>• Discuss personnel functions in dept.</li> <li>• Discuss any professional training or development personnel have attended or need.</li> </ul>	Not well organized, mentions 0-1 of the following components: <ul style="list-style-type: none"> <li>• A list of all employees, volunteers, and or student workers in the department.</li> <li>• Discuss employee qualifications or credentials.</li> <li>• Discuss personnel functions in dept.</li> <li>• Discuss any professional training or development personnel have attended or need.</li> </ul>

<b>Partnerships</b>	<p>Very well organized with a flowing narrative that identifies:</p> <ul style="list-style-type: none"> <li>• Key partnerships the department (internal and external) should or does consult and engage with.</li> <li>• How the department shares information and promotes its services.</li> <li>• Departmental procedures or guidelines related to the partnerships.</li> </ul>	<p>Organized well using a narrative that mentions 2 of the following components:</p> <ul style="list-style-type: none"> <li>• Key partnerships the department (internal and external) should or does consult and engage with.</li> <li>• How the department shares information and promotes its services.</li> <li>• Departmental procedures or guidelines related to the partnerships.</li> </ul>	<p>Uses a narrative that mentions 1 of the following components:</p> <ul style="list-style-type: none"> <li>• Key partnerships the department (internal and external) should or does consult and engage with.</li> <li>• How the department shares information and promotes its services.</li> <li>• Departmental procedures or guidelines related to the partnerships.</li> </ul>	<p>Not well organized, does not mention the following components:</p> <ul style="list-style-type: none"> <li>• Key partnerships the department (internal and external) should or does consult and engage with.</li> <li>• How the department shares information and promotes its services.</li> <li>• Departmental procedures or guidelines related to the partnerships.</li> </ul>
<b>Policies and Procedures</b>	<p>Very well organized with a flowing narrative that describes standards of ethical practices and or procedures that are critical to the work of the department.</p>	<p>Organized well using a narrative that describes standards of ethical practices or procedures that are critical to the work of the department.</p>	<p>Uses a narrative that describes standards of ethical practices or procedures that are critical to the work of the department.</p>	<p>Does not describe standards of ethical practices or procedures that are critical to the work of the department</p>
<b>Financial Resources</b>	<p>Very well organized with a flowing narrative that identifies:</p> <ul style="list-style-type: none"> <li>• How the department and its programs/services are funded or should be funded.</li> <li>• How the funds are distributed.</li> <li>• If there are any shortfalls in services or programs due to insufficient (evidence needed).</li> <li>• Financial planning and accounting practices.</li> </ul>	<p>Organized well using a narrative that mentions 3 of the following components:</p> <ul style="list-style-type: none"> <li>• How the department and its programs/services are funded or should be funded.</li> <li>• How the funds are distributed.</li> <li>• If there are any shortfalls in services or programs due to insufficient (evidence needed).</li> <li>• Financial planning and accounting practices.</li> </ul>	<p>Uses a narrative that mentions 2 of the following components:</p> <ul style="list-style-type: none"> <li>• How the department and its programs/services are funded or should be funded.</li> <li>• How the funds are distributed.</li> <li>• If there are any shortfalls in services or programs due to insufficient (evidence needed).</li> <li>• Financial planning and accounting practices.</li> </ul>	<p>Not well organized, mentions 0-1 of the following components:</p> <ul style="list-style-type: none"> <li>• How the department and its programs/services are funded or should be funded.</li> <li>• How the funds are distributed.</li> <li>• If there are any shortfalls in services or programs due to insufficient (evidence needed).</li> <li>• Financial planning and accounting practices.</li> </ul>

<b>Technology</b>	Very well organized with a flowing narrative that describes the role of technology in the department and how technology is leveraged to engage users.	Organized well using a narrative that describes the role of technology in the department or how technology is leveraged to engage users.	Uses a narrative that describes the role of technology in the department or how technology is leveraged to engage users.	Does not describe the role of technology in the department and how technology is leveraged to engage users.
<b>Facilities</b>	Very well organized with a flowing narrative that describes the facilities, equipment, and other infrastructure needs of the department as well as any restrictions related to space, sustainability, or safety.	Organized well using a narrative that describes facilities, equipment, and other infrastructure needs of the department or restrictions related to space, sustainability, or safety.	Uses a narrative that describes facilities, equipment, and other infrastructure needs of the department or restrictions related to space, sustainability, or safety.	Does not describe facilities, equipment, and other infrastructure needs of the department as well as any restrictions related to space, sustainability, or safety.
<b>Guide for the Future</b>	<p>Very well organized with a flowing narrative that identifies all of the following components:</p> <ul style="list-style-type: none"> <li>• Recommendations for needed interventions and development.</li> <li>• Describe where the program will be in five years.</li> <li>• How and where can the quality of the program be improved?</li> <li>• Who will work on improving the quality of the program?</li> <li>• What is the time frame for each recommendation for improvement?</li> </ul>	<p>Well organized with a flowing narrative that identifies 4 of the following components:</p> <ul style="list-style-type: none"> <li>• Recommendations for needed interventions and development.</li> <li>• Describe where the program will be in five years.</li> <li>• How and where can the quality of the program be improved?</li> <li>• Who will work on improving the quality of the program?</li> </ul> <p>What is the time frame for each recommendation for improvement?</p>	<p>Uses a narrative that mentions 3 of the following components:</p> <ul style="list-style-type: none"> <li>• Recommendations for needed interventions and development.</li> <li>• Describe where the program will be in five years.</li> <li>• How and where can the quality of the program be improved?</li> <li>• Who will work on improving the quality of the program?</li> </ul> <p>What is the time frame for each recommendation for improvement?</p>	<p>Not well organized, mentions 2 or less of the following components:</p> <ul style="list-style-type: none"> <li>• Recommendations for needed interventions and development.</li> <li>• Describe where the program will be in five years.</li> <li>• How and where can the quality of the program be improved?</li> <li>• Who will work on improving the quality of the program?</li> </ul> <p>What is the time frame for each recommendation for improvement?</p>

<b>Action Plan</b>	Action items listed in order of priority and includes all 5 components for each item: <ul style="list-style-type: none"> <li>• Action item #</li> <li>• Anticipated date of completion</li> <li>• List of potential student benefits to student success</li> <li>• Status update</li> <li>• Last reviewed date</li> </ul>	Action items listed in order of priority and includes 4 components for each item: <ul style="list-style-type: none"> <li>• Action item #</li> <li>• Anticipated date of completion</li> <li>• List of potential student benefits to student success</li> <li>• Status update</li> <li>• Last reviewed date</li> </ul>	Action items listed and includes all 3 or more components for each item: <ul style="list-style-type: none"> <li>• Action item #</li> <li>• Anticipated date of completion</li> <li>• List of potential student benefits to student success</li> <li>• Status update</li> <li>• Last reviewed date</li> </ul>	Action items listed and includes 2 or less components for each item: <ul style="list-style-type: none"> <li>• Action item #</li> <li>• Anticipated date of completion</li> <li>• List of potential student benefits to student success</li> <li>• Status update</li> <li>• Last reviewed date</li> </ul>
<b>Appendices</b>	All appendices are labeled clearly, add value to the text and are appropriately referred to in the text	All appendices are labeled clearly and are appropriately referred to in the text	Most appendices are labeled clearly but not all are appropriately referred to in the text	Appendices are not labeled, seem like an afterthought, and most are not referred to in the text